Bookshare

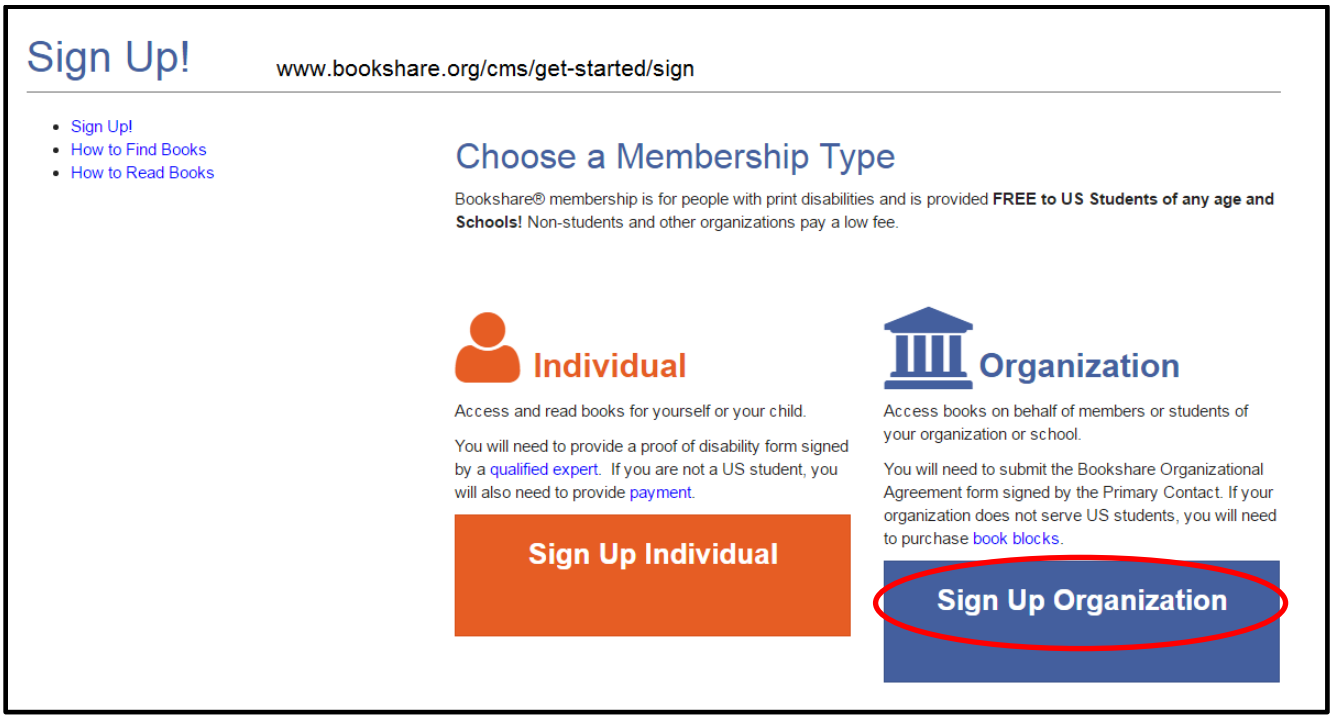
How-to Guide

Schools: Get Started with Bookshare

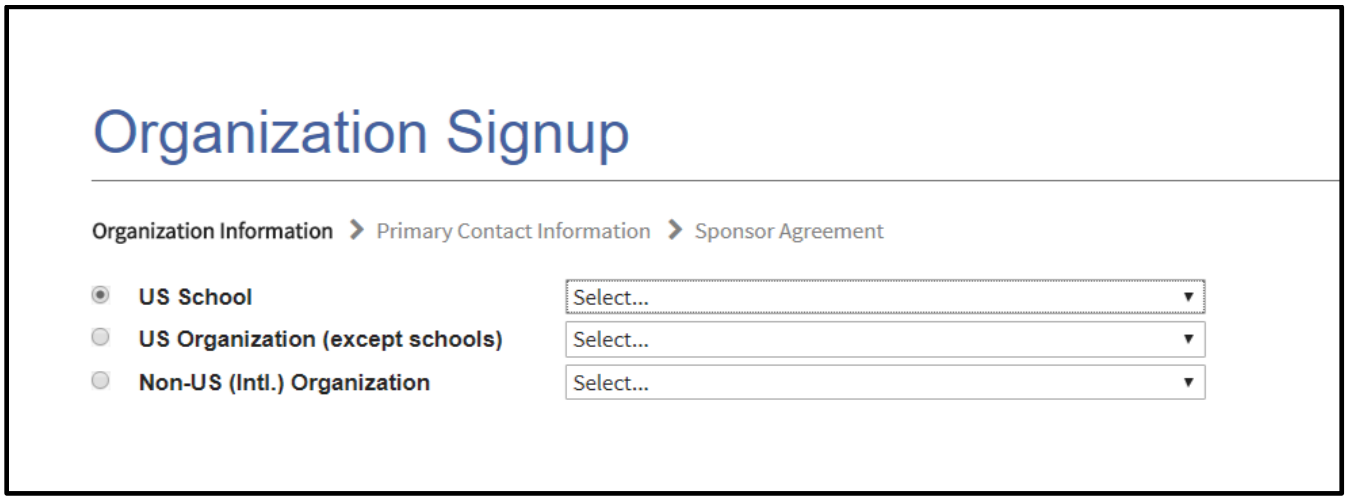
Step 1: Sign up Your School (if needed)

If your school or district does not already have a Bookshare account, or if you do not have easy access to an educator who uses the existing account, you should create a new account.

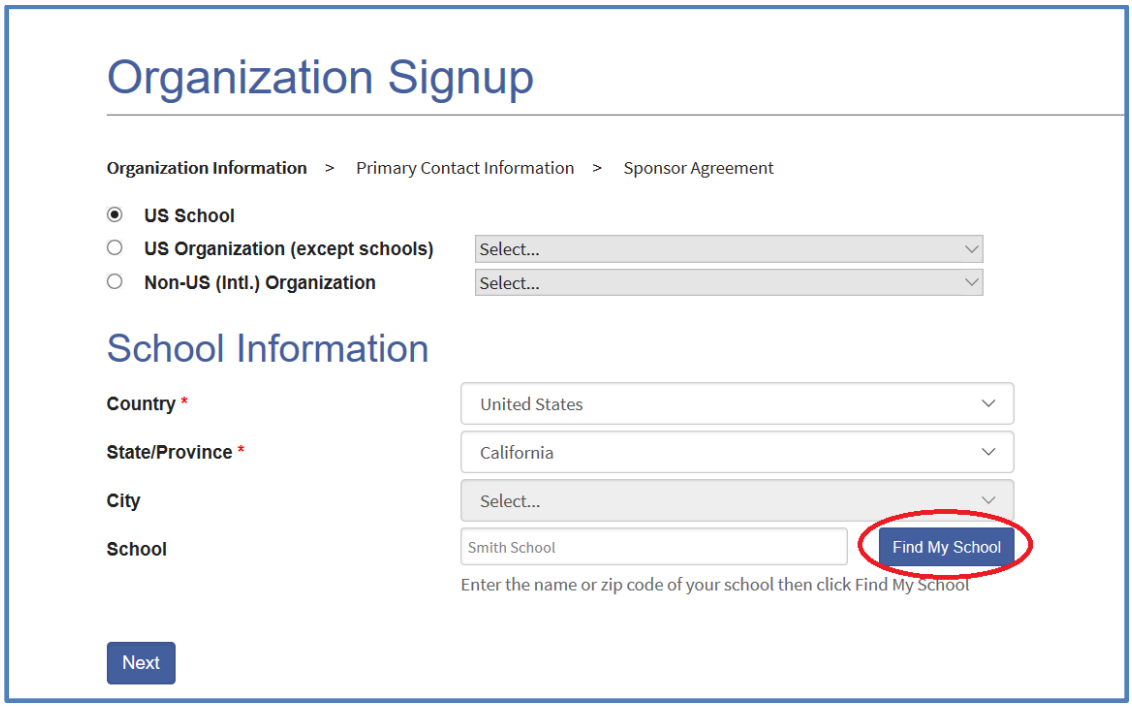
1) Sign Up at https://www.bookshare.org/cms/get-started/sign. Select "Sign Up Organization."



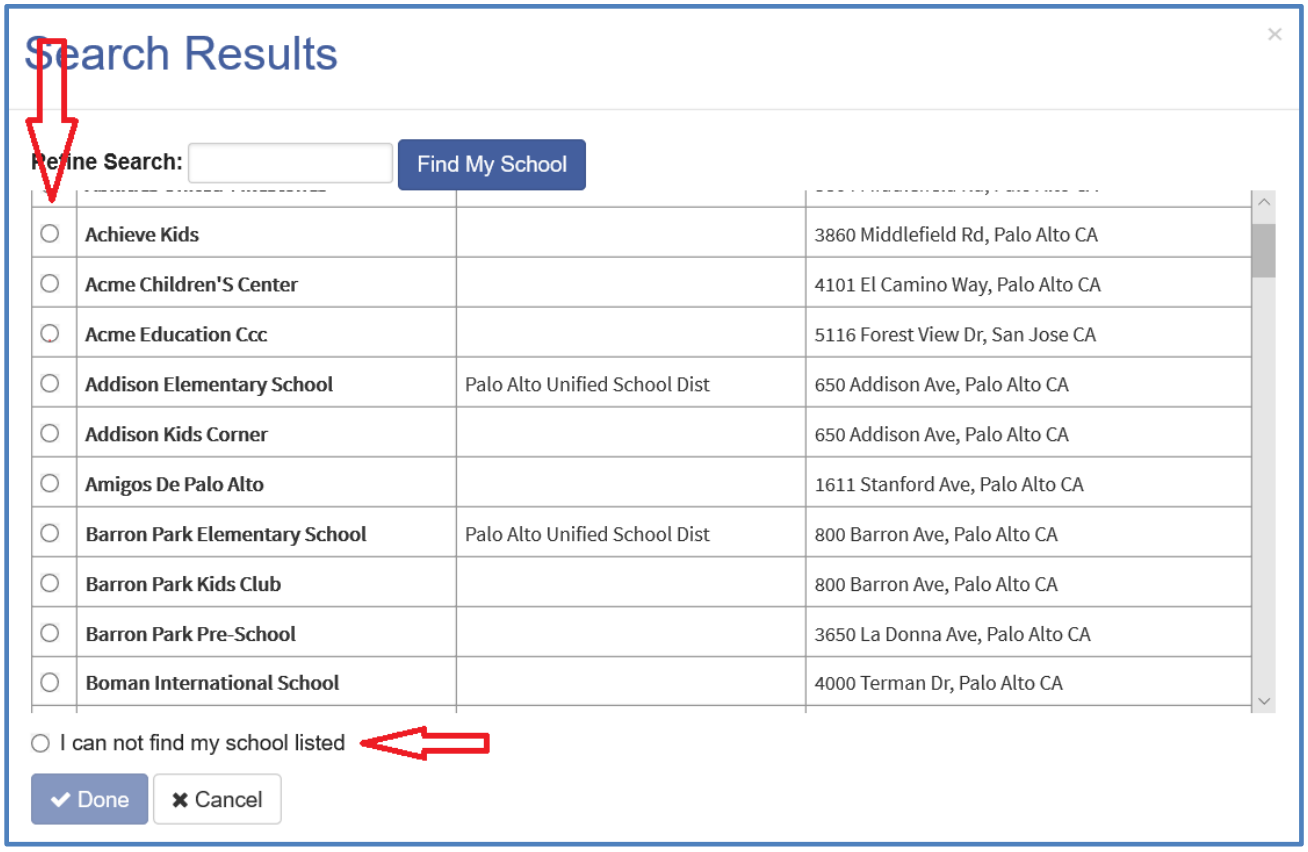
2) Select “US School” and the appropriate type from the drop down menu.

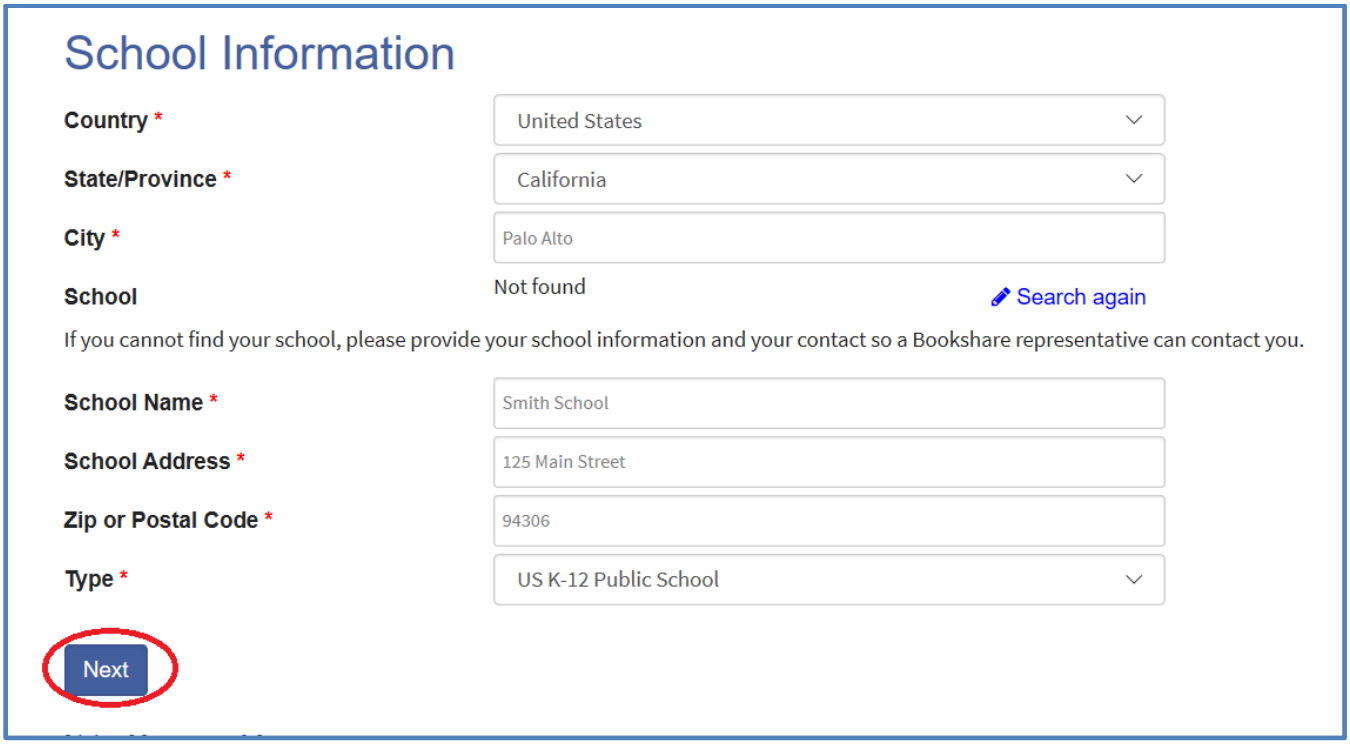


3) Enter school information and select the “Find My School” button.



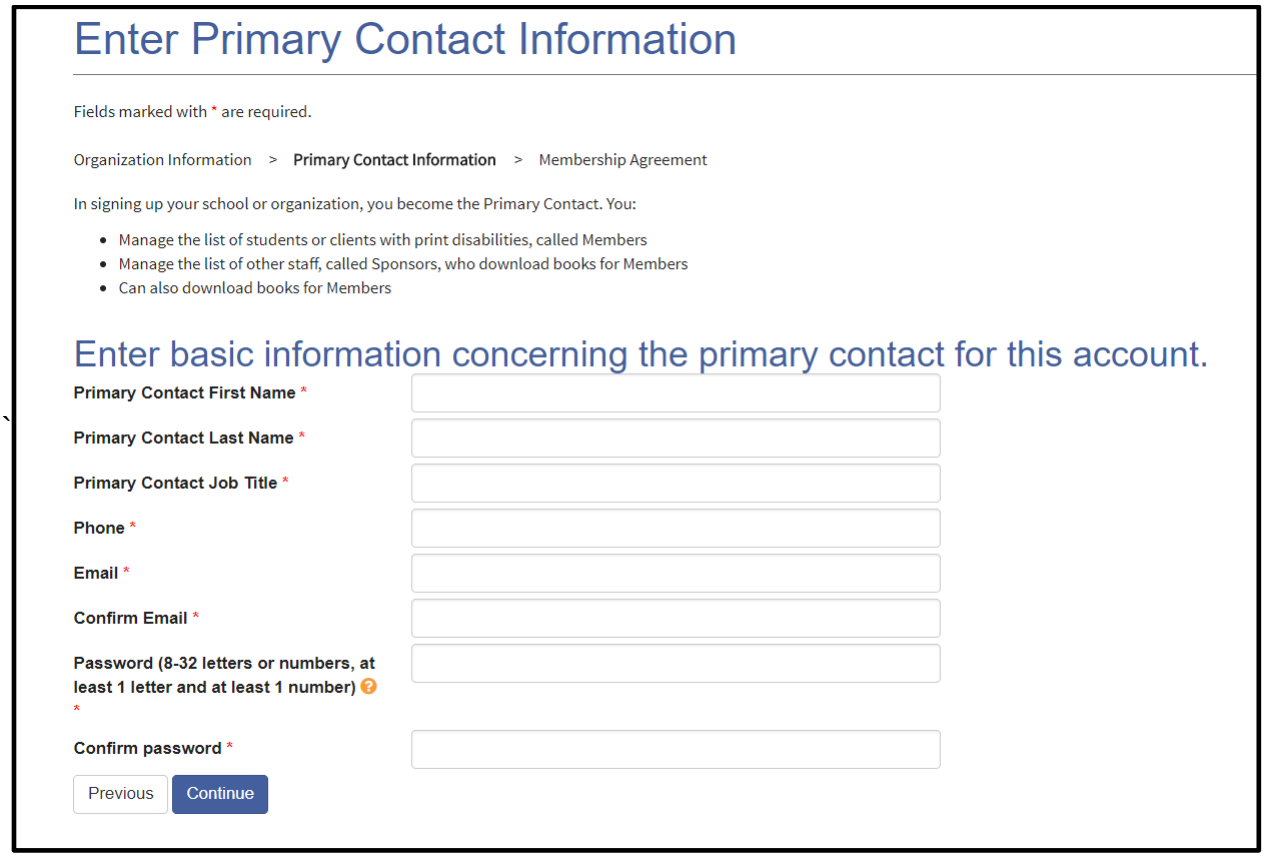
4) If your school appears on the list, select it, select the “Done” button, then “Next.” If your school is not on the list select “I can not find my school listed”, select the “Done” button and fill in required information. Select “Next” to continue.





5) Confirm Organization or select “None of the above this is a new organization” and select “Continue.”

6) Enter Primary Contact information and select “Continue.”



Enter Primary Contact Information

Fields marked with * are required.

Organization Information > **Primary Contact Information** > Membership Agreement

In signing up your school or organization, you become the Primary Contact. You:

- Manage the list of students or clients with print disabilities, called Members
- Manage the list of other staff, called Sponsors, who download books for Members
- Can also download books for Members

Enter basic information concerning the primary contact for this account.

Primary Contact First Name *

Primary Contact Last Name *

Primary Contact Job Title *

Phone *

Email *

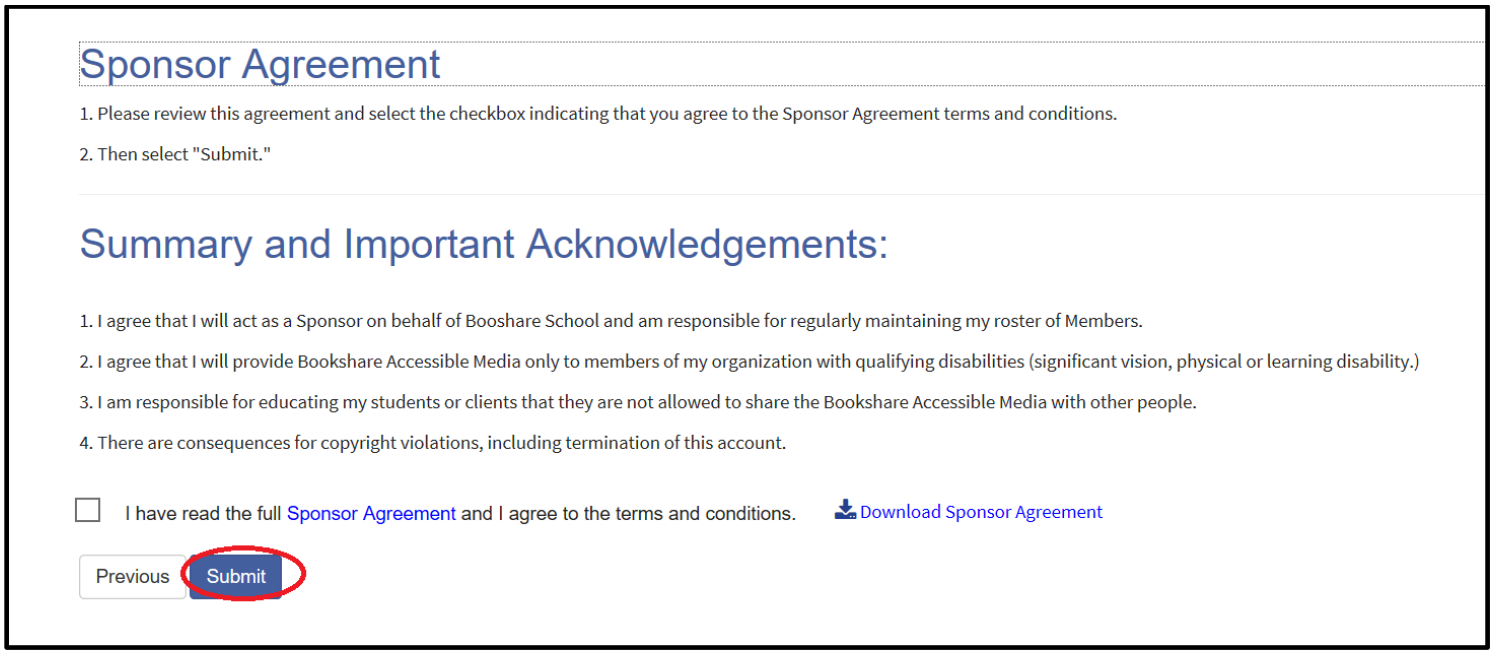
Confirm Email *

Password (8-32 letters or numbers, at least 1 letter and at least 1 number) *

Confirm password *

Previous Continue

7) Read and agree to the Sponsor Agreement terms online and select “Submit.”



Sponsor Agreement

1. Please review this agreement and select the checkbox indicating that you agree to the Sponsor Agreement terms and conditions.

2. Then select "Submit."

Summary and Important Acknowledgements:

1. I agree that I will act as a Sponsor on behalf of Booshare School and am responsible for regularly maintaining my roster of Members.

2. I agree that I will provide Bookshare Accessible Media only to members of my organization with qualifying disabilities (significant vision, physical or learning disability.)

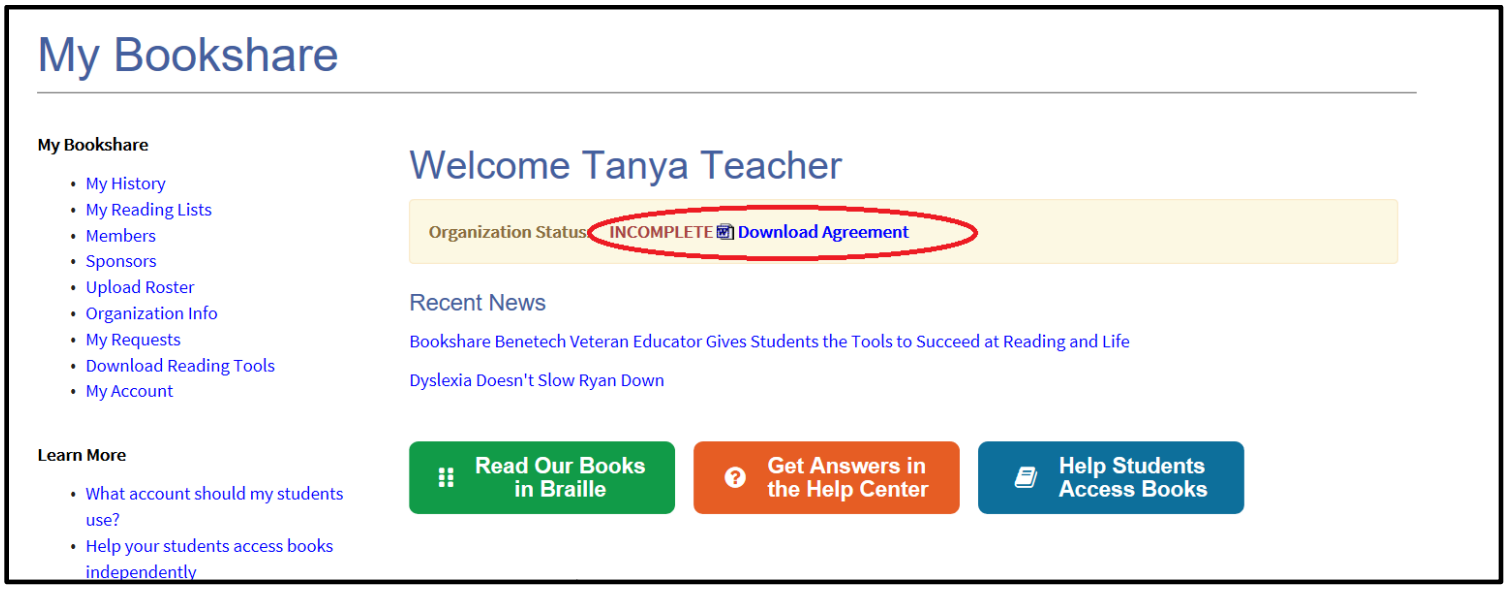
3. I am responsible for educating my students or clients that they are not allowed to share the Bookshare Accessible Media with other people.

4. There are consequences for copyright violations, including termination of this account.

☐ I have read the full Sponsor Agreement and I agree to the terms and conditions. Download Sponsor Agreement

Previous Submit

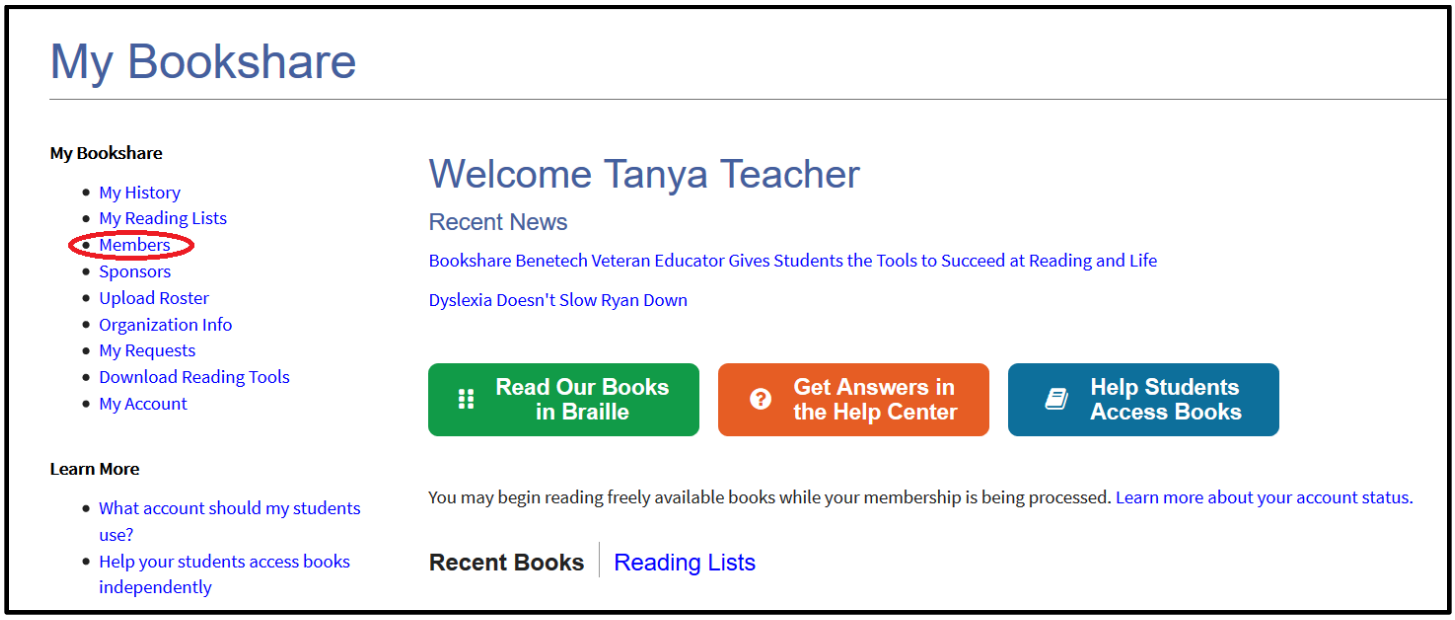
8) You will be taken to your “My Bookshare” page. Download the Organizational Agreement form, scan and email the completed form to: membership@bookshare.org or send to the address on form.



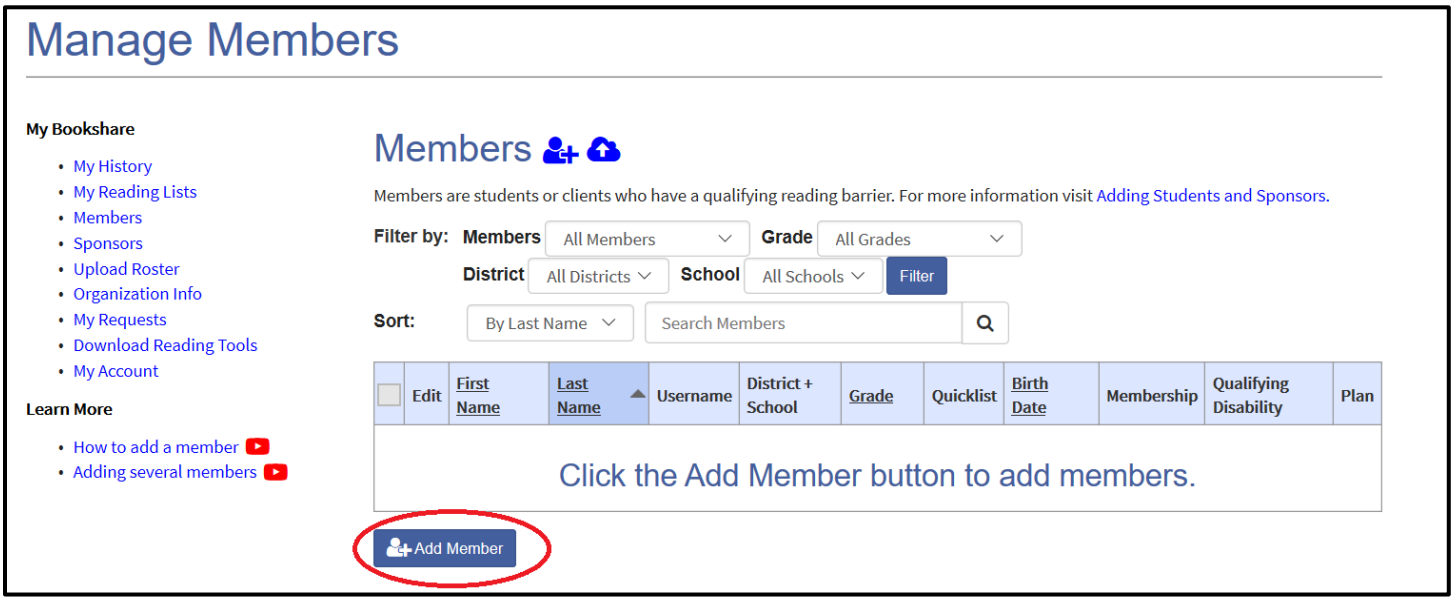
Step 2: Add Qualified Members and Sponsors

9) Go to www.Bookshare.org and log in at the top right of the page. Your user name is the email address you entered when signing up for Bookshare.

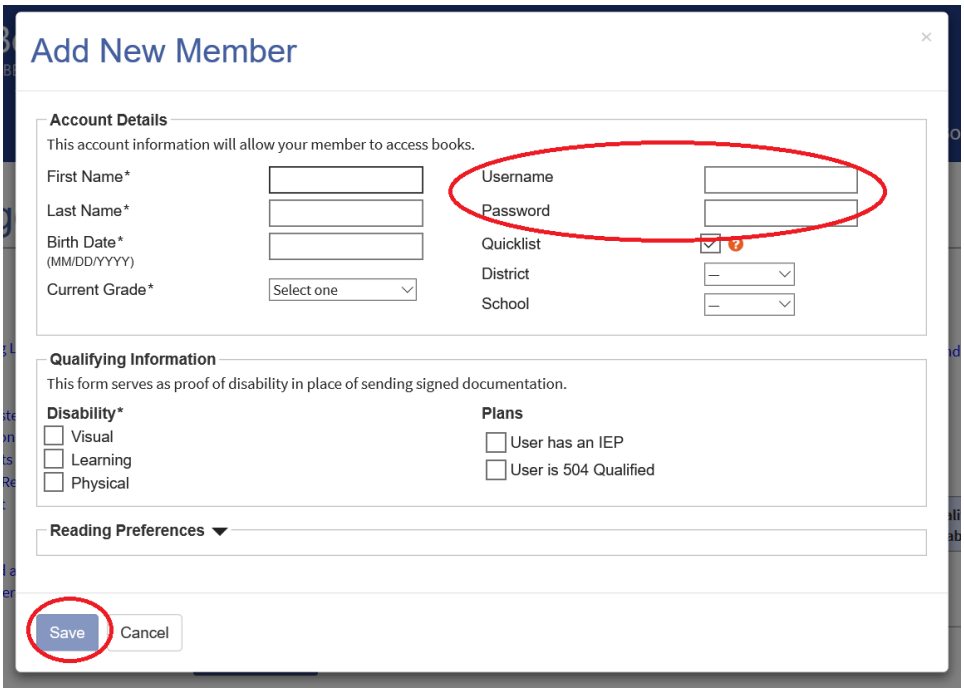
10) You will be directed to the “My Bookshare” page. Select the "Members" link in the left column.



11) Select the "Add a Member" button to add members one at a time. For information on adding several members at once view the video under the “Learn More” section on the Members page.

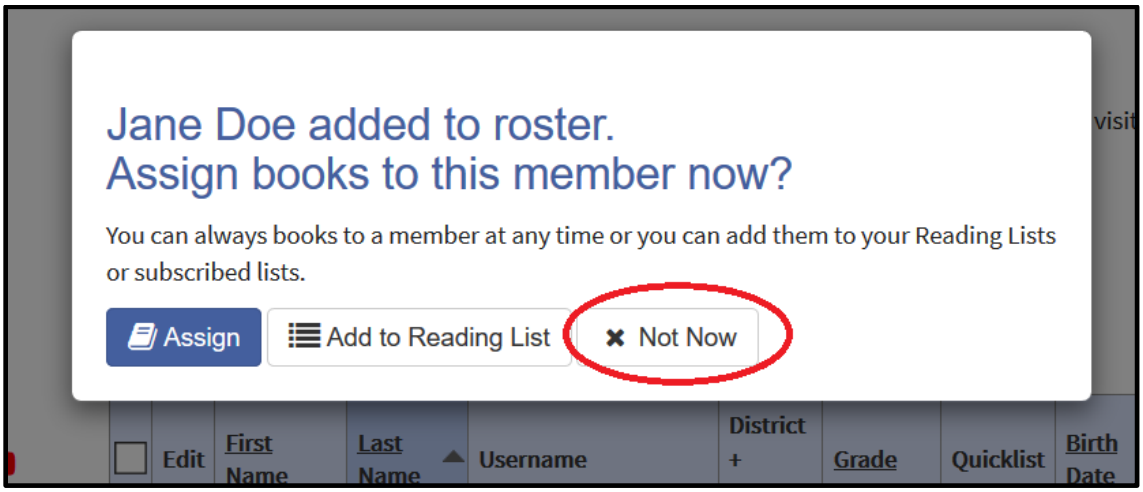


12) Complete the first two sections by entering information on a qualified student. Be sure to set a user name and password for the student. User names can be anything including: email addresses, nicknames, or student IDs. Select "Save."

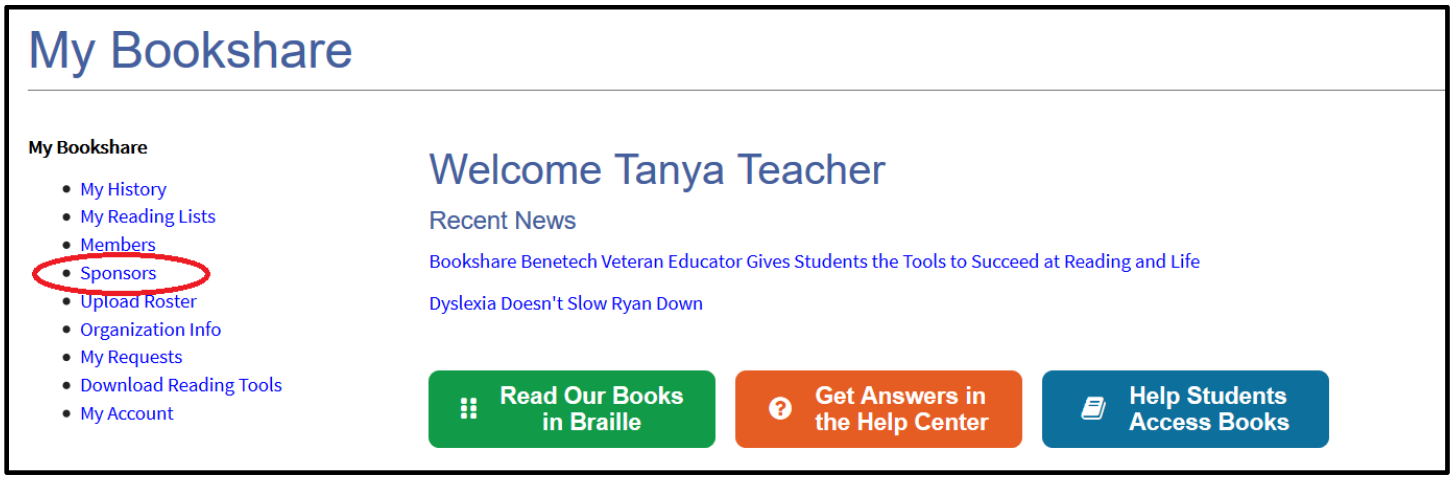


Tip: Record the user names and passwords on the useful form found in the “Help Center" under “Training and Resources > Brochures and How-To Guides>Student Login Form.”

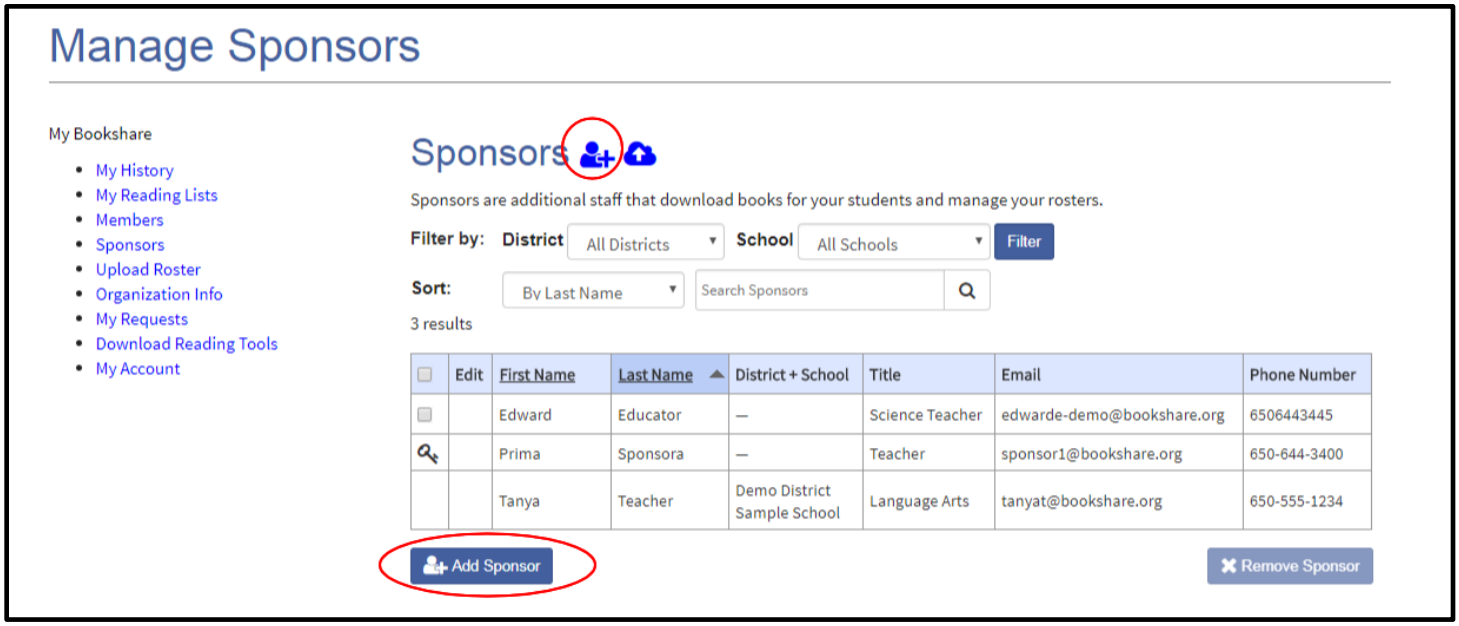
13) After you add the member, you will be prompted to “Assign Books.” For now, select “Not Now.”



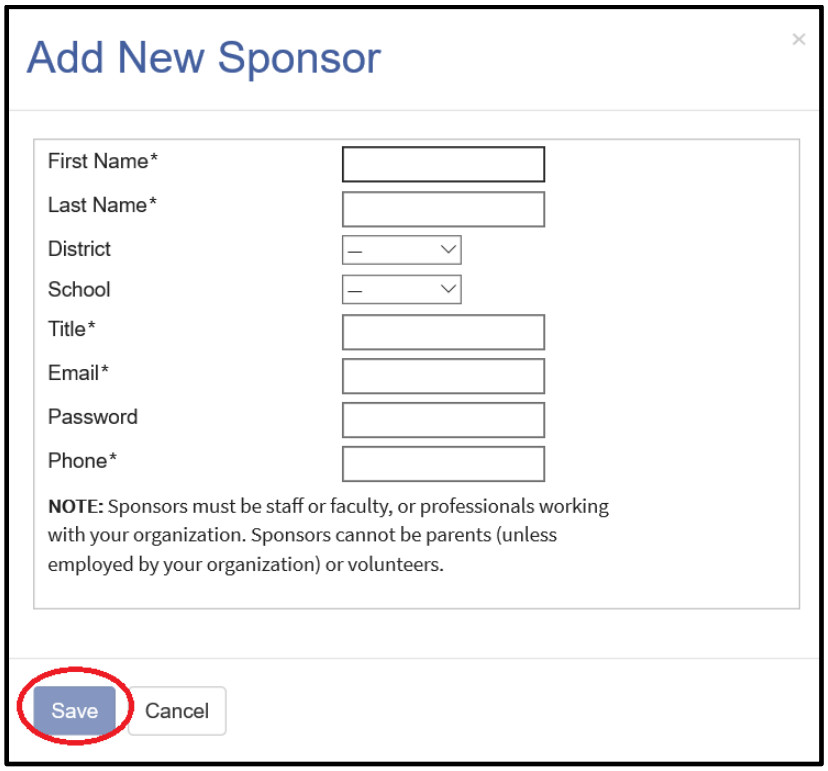
14) Next, add Sponsors (other school professionals) by selecting the “Sponsors” link on your “My Bookshare” page.



15) Select the “Add Sponsor” button or the icon at the top to add a new Sponsor.



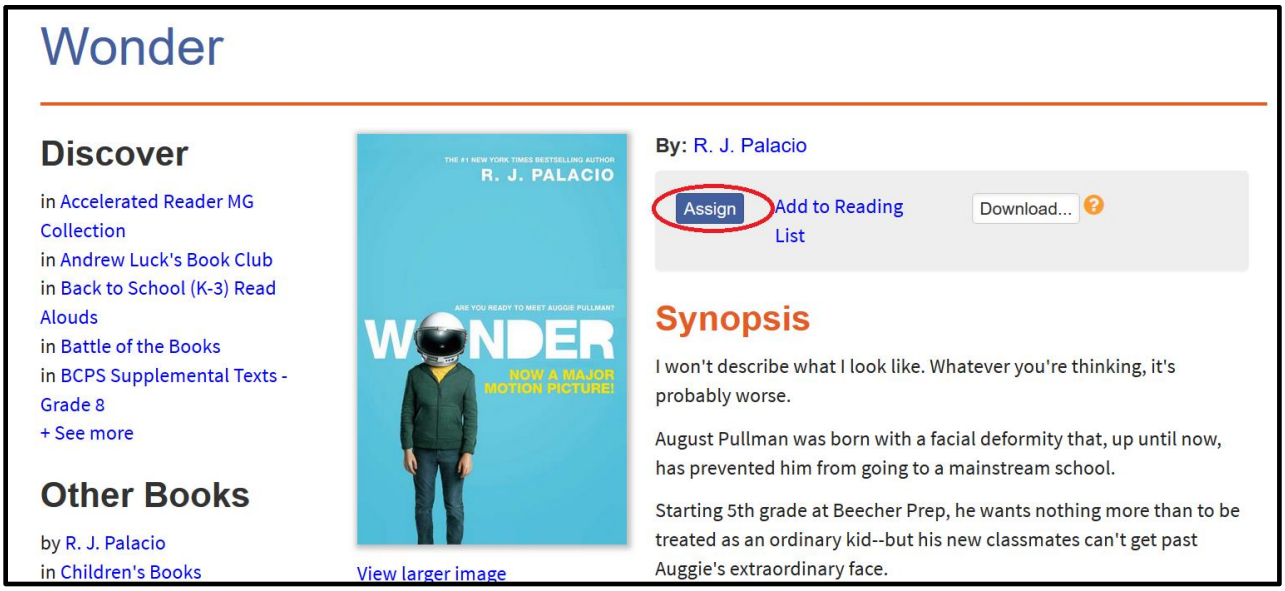
16) Complete form and select “Save.”



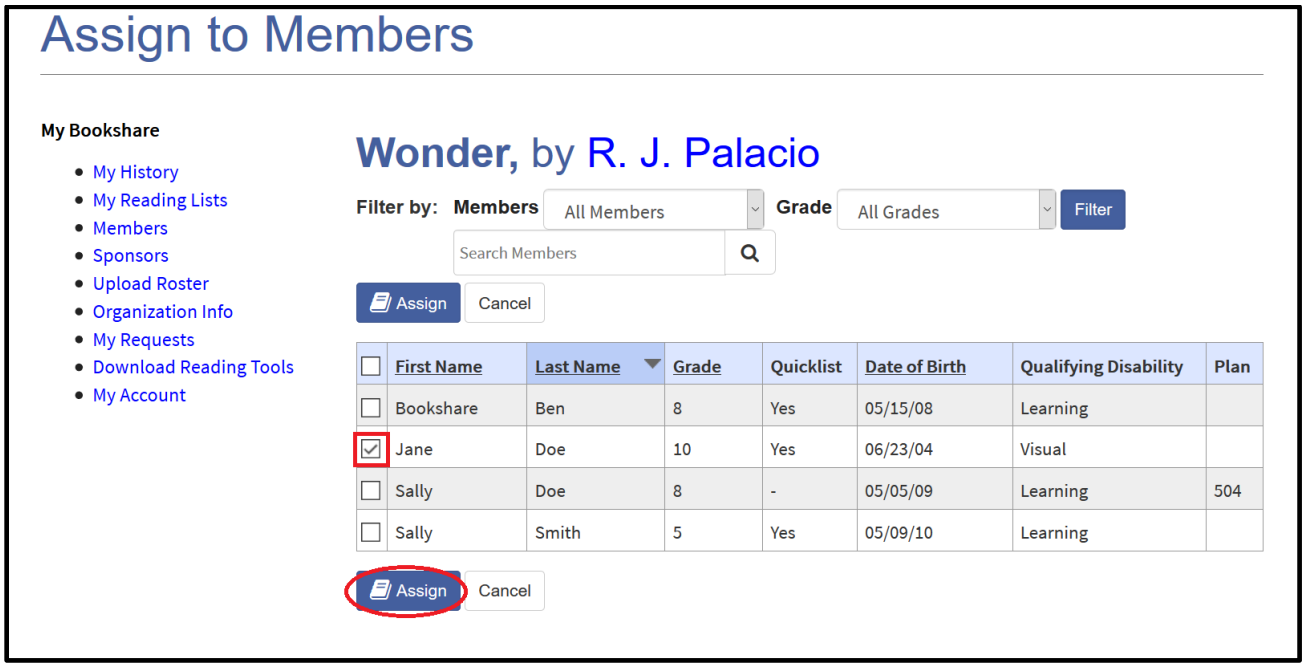
Step 3: Assign Books

Books can be assigned individually, or in groups of books at one time via Reading Lists. You can create custom Reading Lists for one student or a group of students, and you can also subscribe to ready-made Reading Lists that Bookshare offers. To learn how to subscribe to Bookshare’s ready-made Reading Lists, see the [How to Guide: Subscribe to or Copy Reading Lists](#).

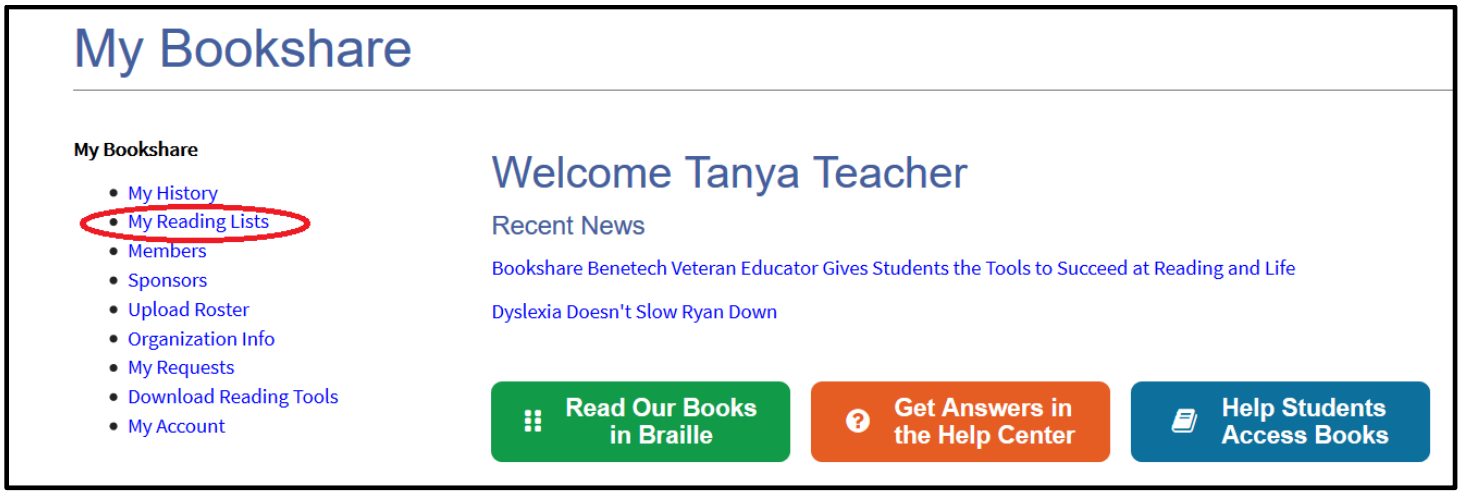
1) To assign one or more books at time, find the book you want to assign to your student and select the “Assign” button.



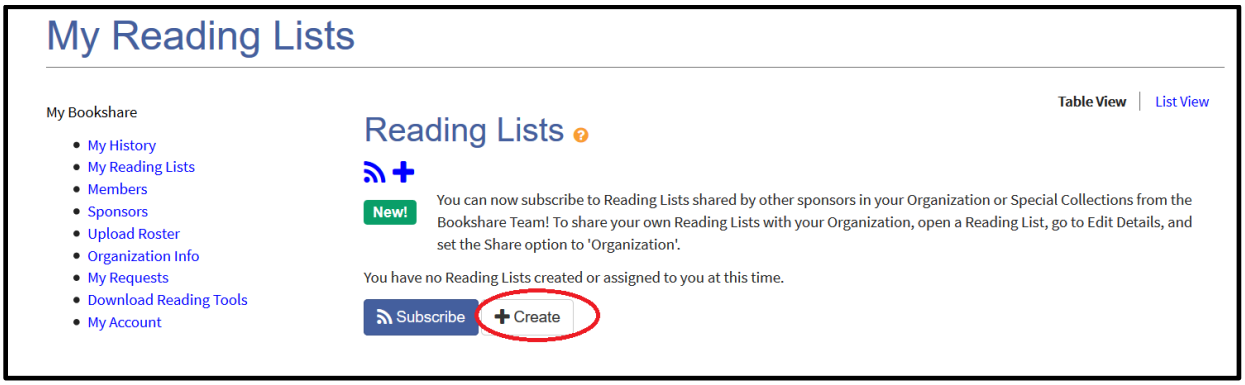
2) Select the name(s) of the student(s) to whom you wish to assign this book and select "Assign." Repeat as necessary.



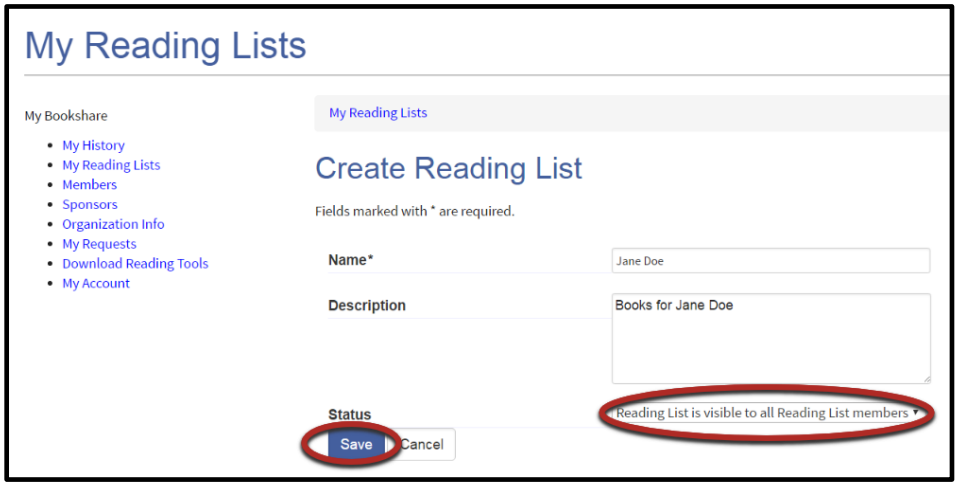
3) To assign a group of books, use the Reading List feature. To create a Reading List, select "My Reading Lists" on your "My Bookshare" page.



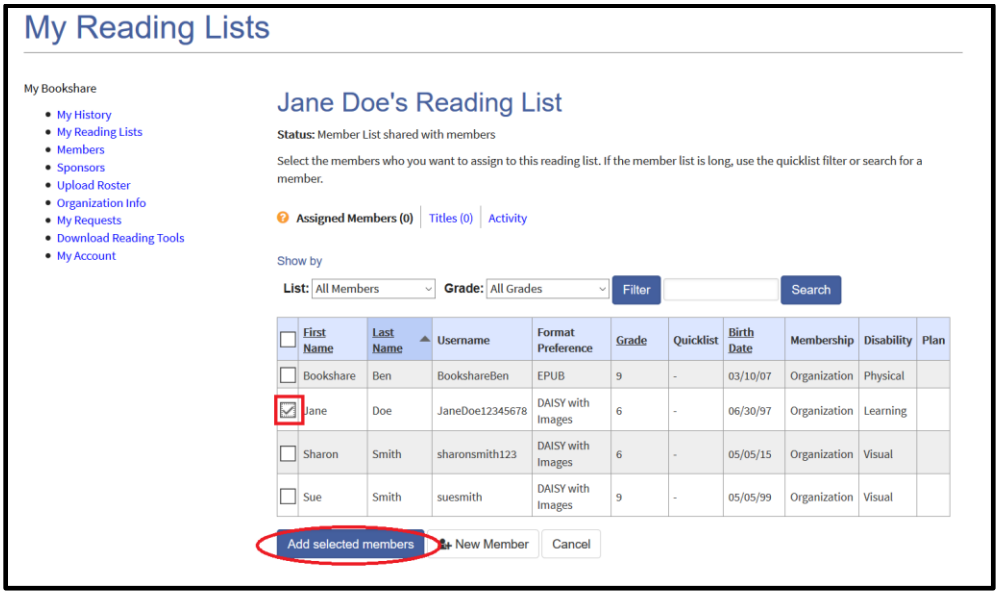
4) Select “Create."



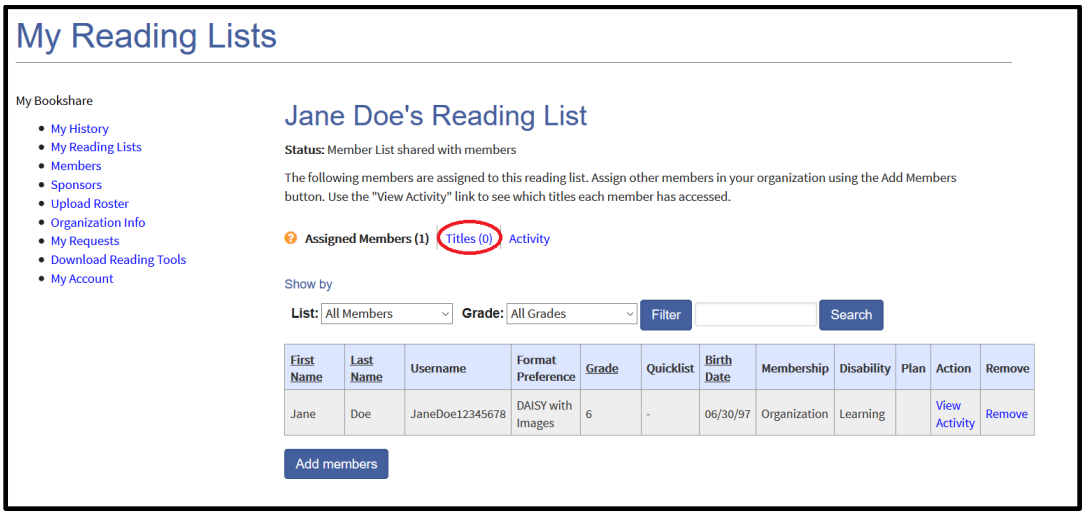
5) Give your Reading List a name, and, if you wish, a description, and choose a sharing option. Select "Member" to share the list between you and your student(s) assigned to this Reading List, or "Org" to allow other Sponsors to view the list, add books to it if desired, and share it with their students. Then select “Save.”

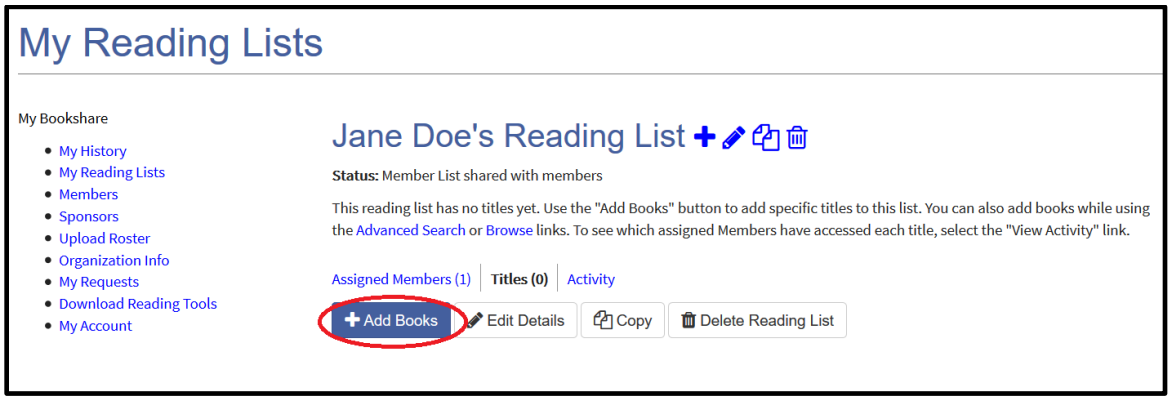


6) Select the appropriate member name(s) and select the "Add Selected Members" button.

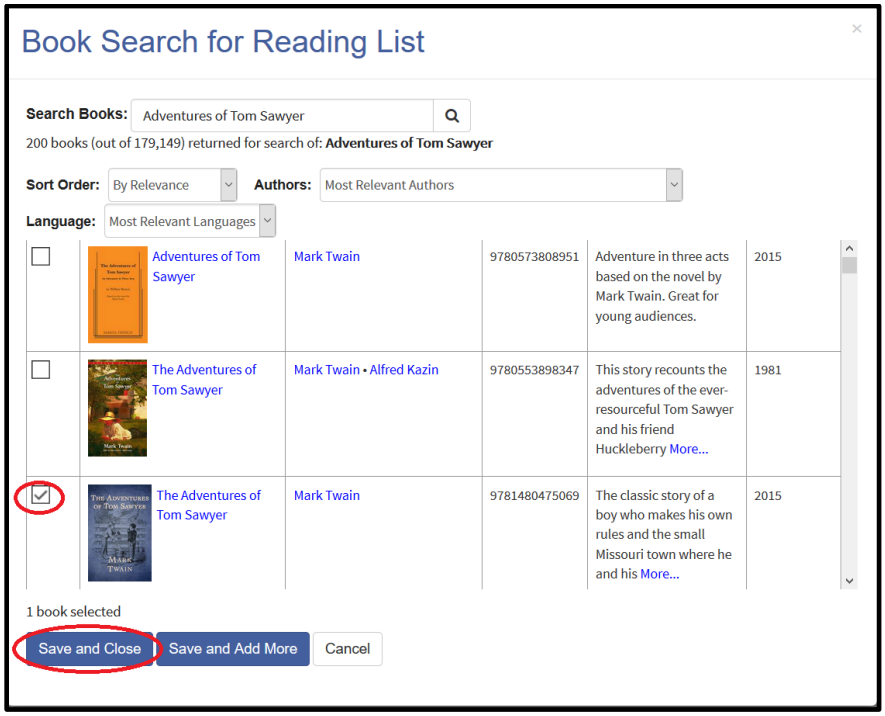


7) Select the "Titles" link to add books to the Reading List, then select "Add Books."





8) Search for a book, select the title(s) you wish to add, select the book(s) then “Save and Close.”



You have now added qualified students and assigned books. Your students are ready to read!

Step 4: Students Read

In this section, you will learn how students can read quickly and easily with Bookshare Web Reader in a web browser on a Mac, PC, or Chromebook. However, there are many ways to read Bookshare books. This "Reading Tool" wizard can help you determine what tools will work best with your students' devices.

Bookshare Web Reader allows students to read quickly and easily in an Internet browser without downloading software or books. For a reading experience that includes self-voicing with word highlighting, we recommend using Bookshare Web Reader on the following browsers:

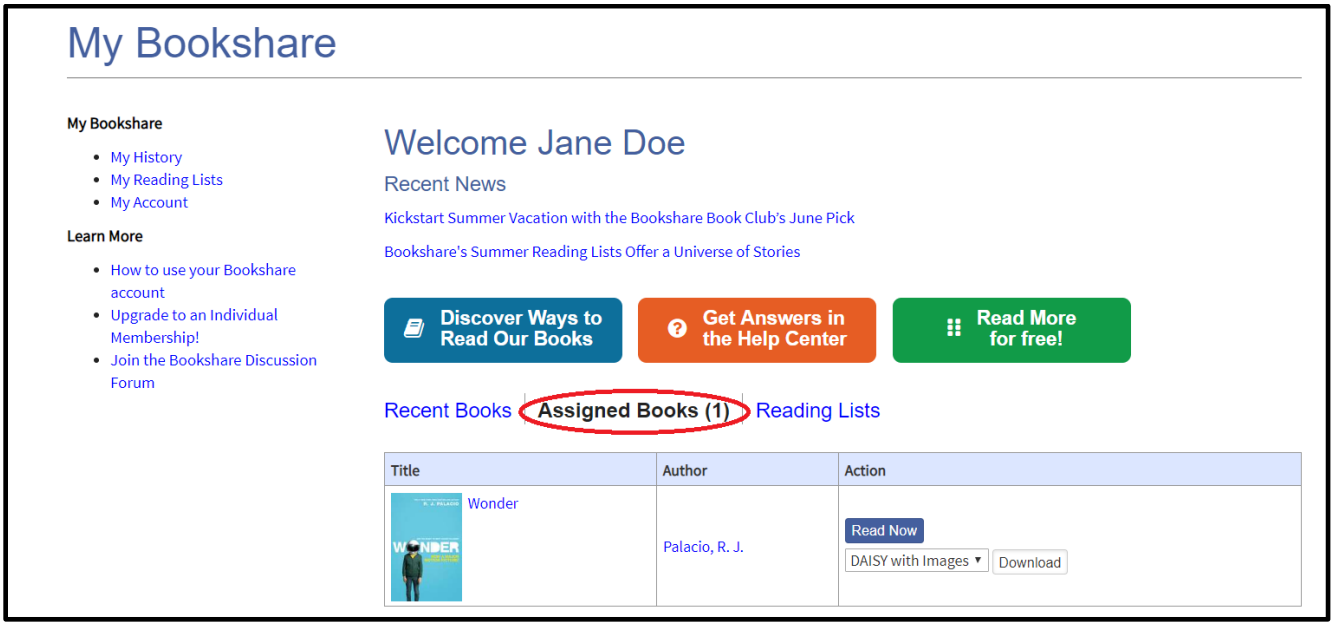
- Google Chrome version 33+
- Safari version 6.1+
- Google Chrome version 14-32 (Bookshare Chrome Extension installation required)
- Chromebooks version 14+ (Bookshare Chrome Extension installation required)

For a student who typically uses a screen reader, we recommend opening Bookshare Web Reader in Internet Explorer and using the screen reader that the student typically uses.

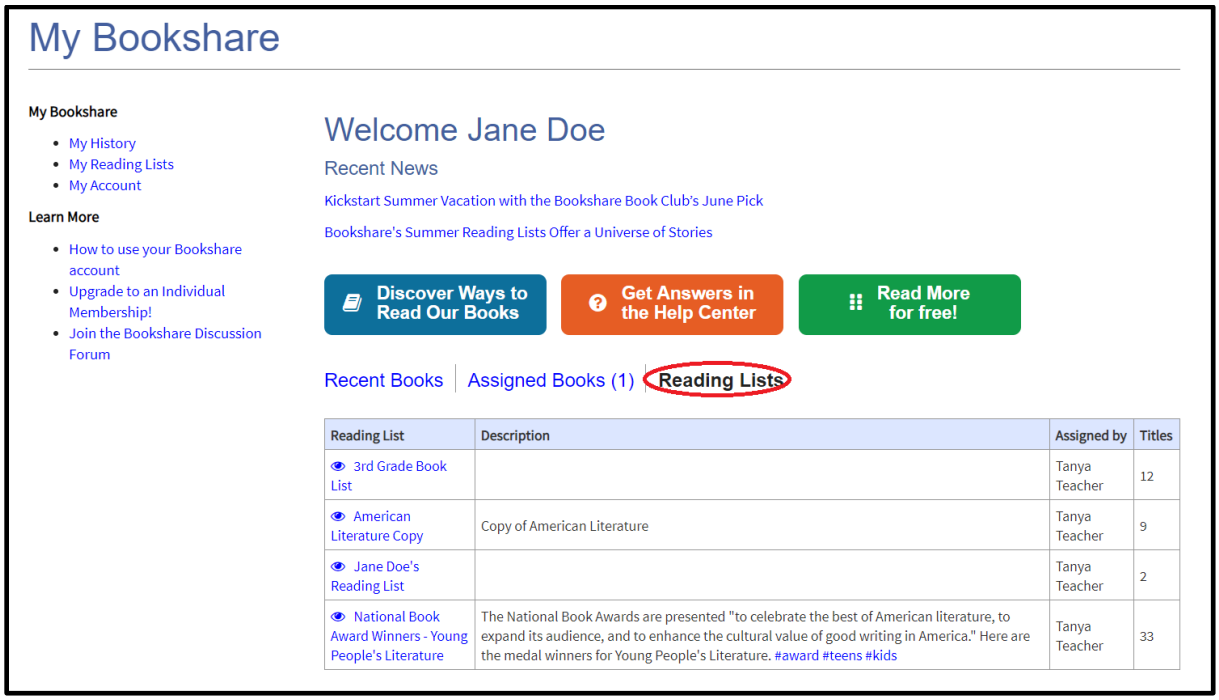
To read in Bookshare Web Reader, students:

- Log in to Bookshare with the user name and password created by the Sponsor.
- Read books assigned to them, on a Reading List or books previously downloaded for them, found under "My History" on their "My Bookshare" page.

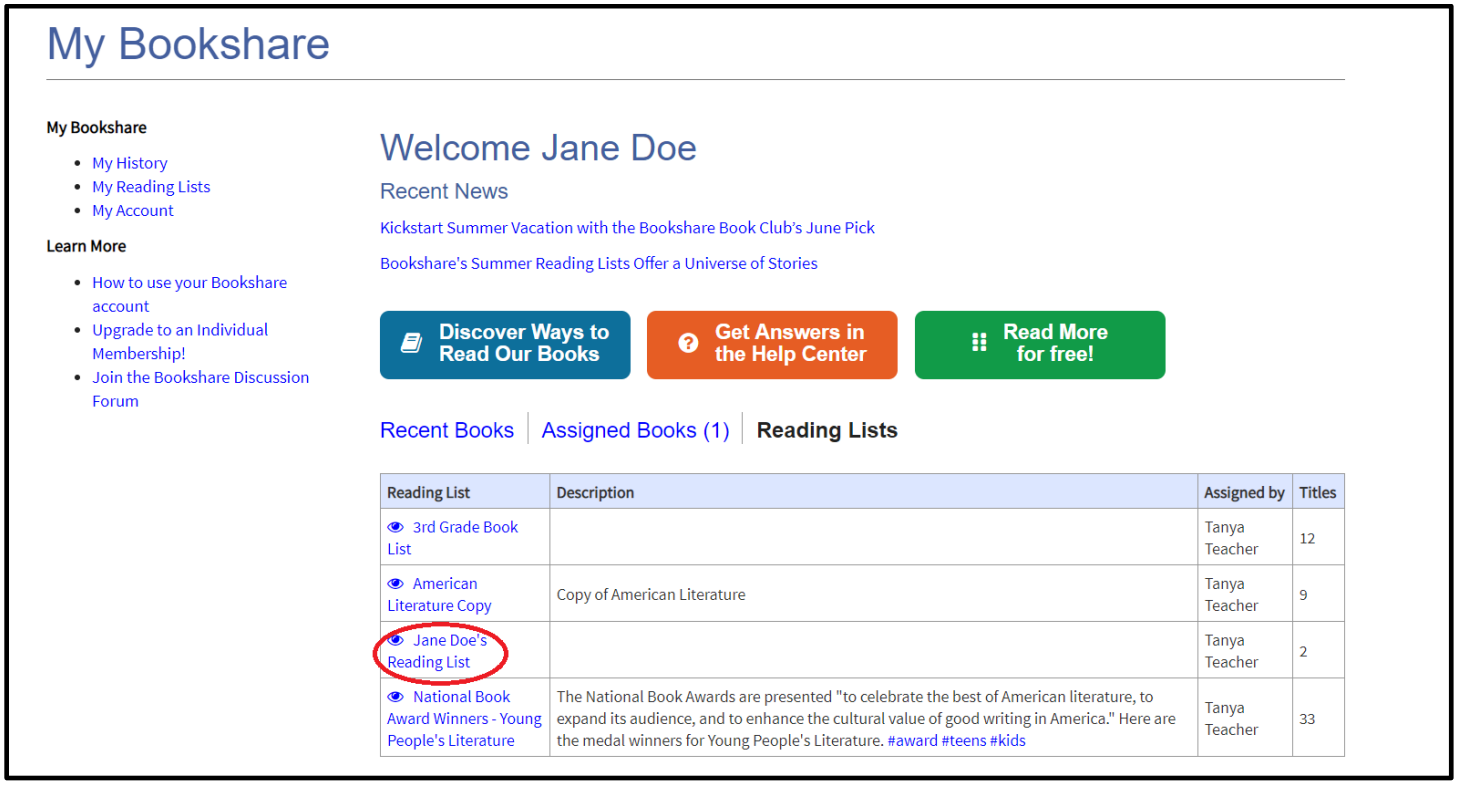
1) Books that have been assigned using the "Assign" button are found under "Assigned Books" link.

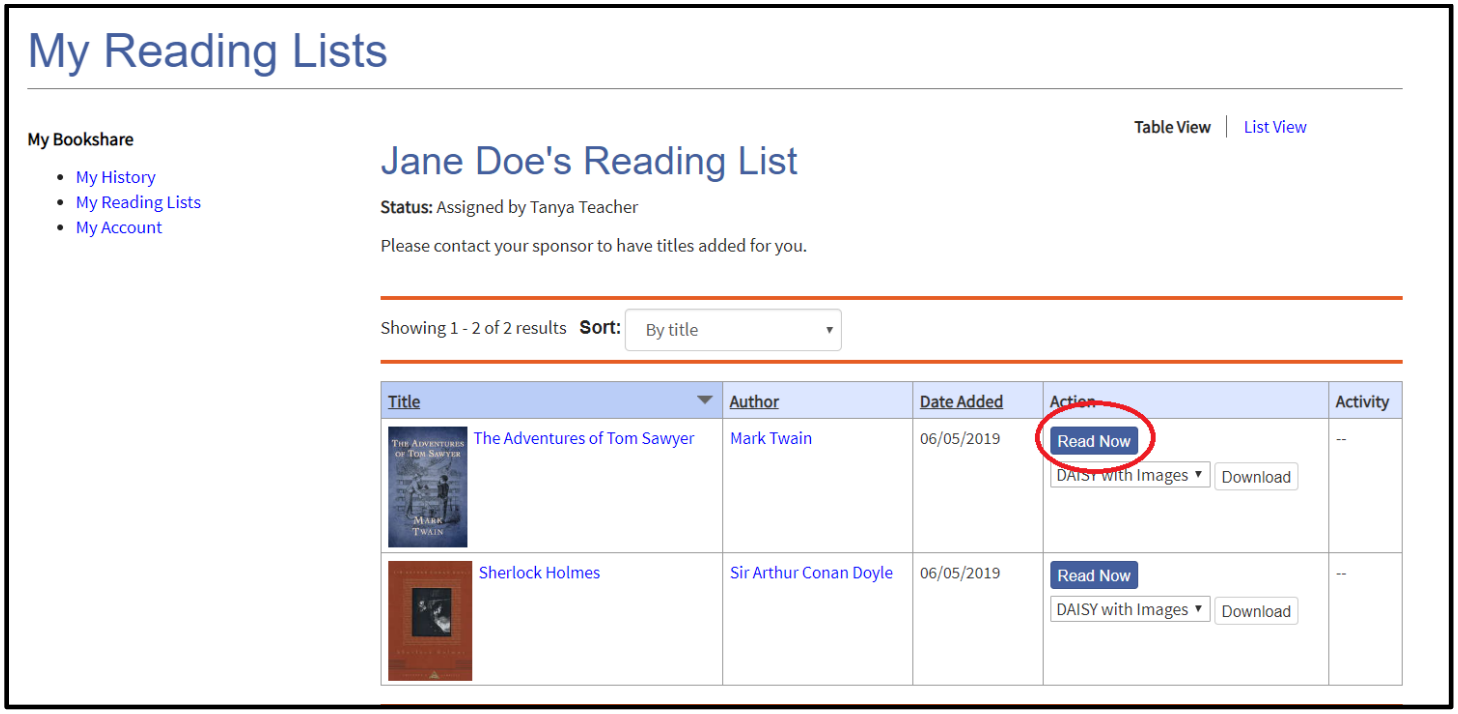


2) Books that have been assigned on a Reading List can be accessed by selecting the "Reading Lists" link or the "My Reading Lists" link on the left-hand section of their screen.

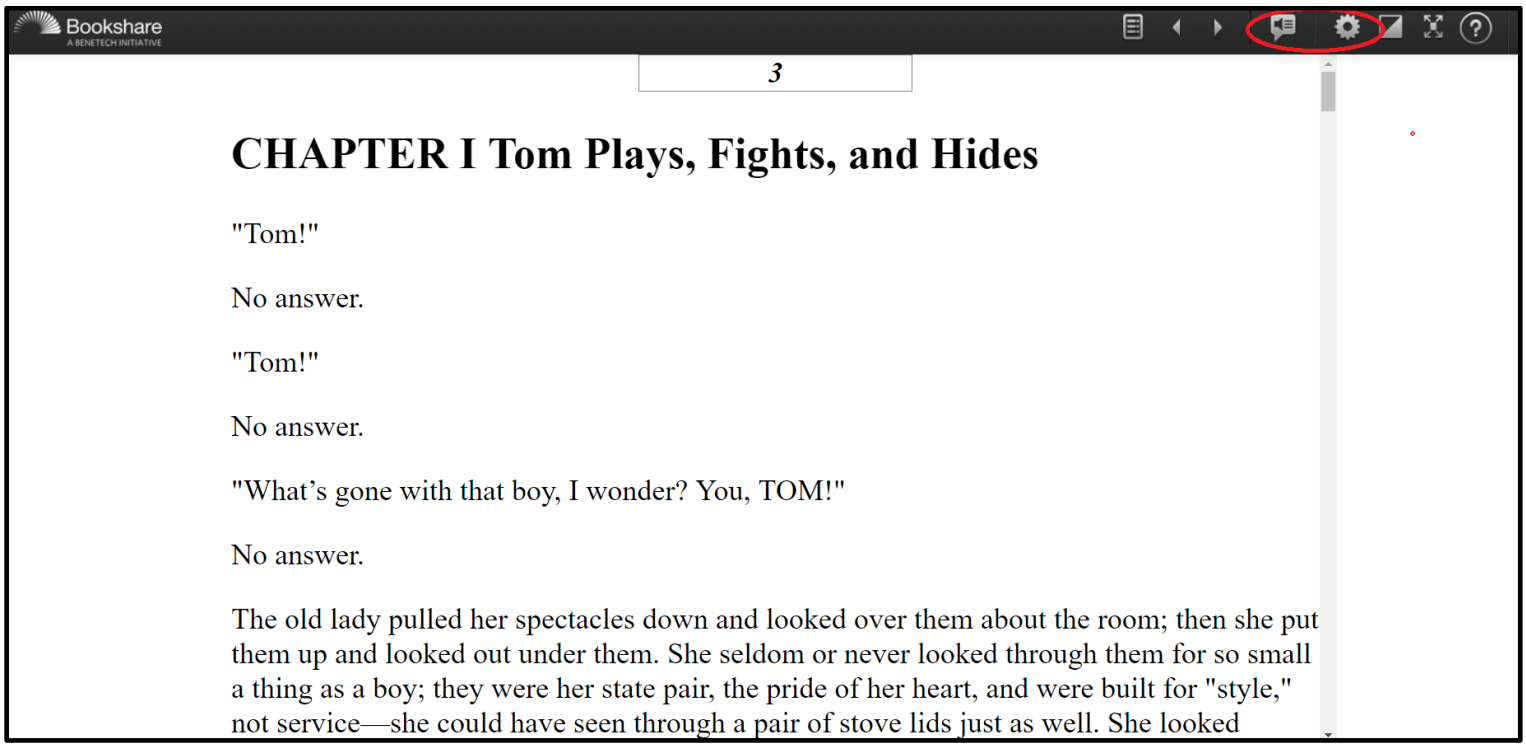


3) Students open the appropriate Reading List, find the desired title, and select "Read Now."



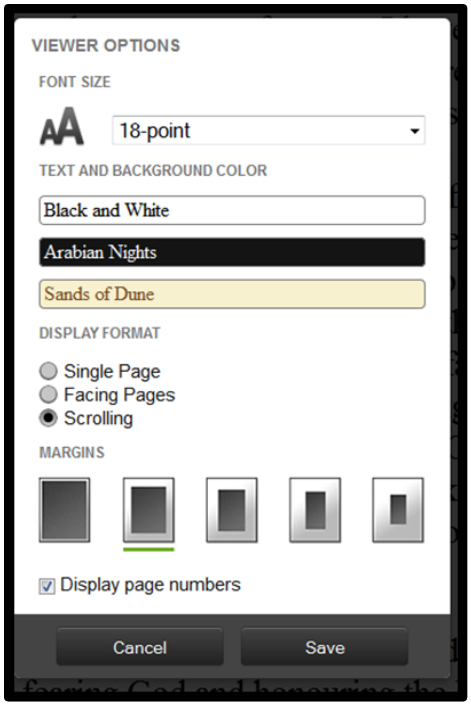


4) Next, Bookshare packages the book and prepares it for reading in their browser. Depending on the size of the book, it may take 30-60 seconds. The book will then be ready to be viewed – and heard – in the Bookshare Web Reader.

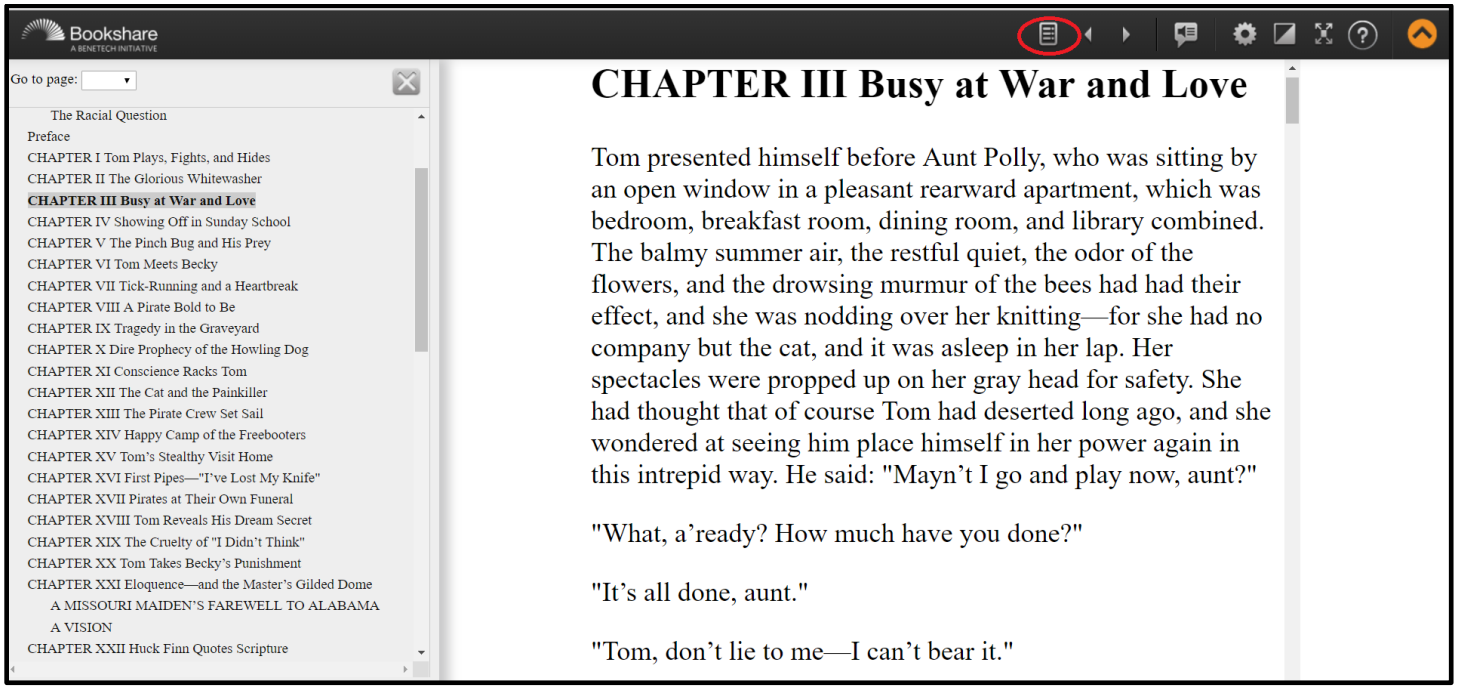


5) To hear the book read aloud, students select "Play." .

6) Students can use the settings button to change the font size and/or text and background color combination, if desired:



7) Students use the Table of Contents icon to select where they want to start reading.



To read in a [Bookshare-integrated application](), students:

1) Log in to the reading application.
2) Search for the book using the tool's search function. (*Note: In Dolphin Easy Reader, students will find the "Reading Lists" link just as they do when they log in to the Bookshare website. In VoiceDream Reader and Capti Narrator, students can see in "History" the books that have recently been downloaded for them or that they opened in Bookshare Web Reader.)*

3) Download the book through the tool's download function and read!

Bookshare provides video tutorials for several reading tools under the "Read Books" section in the Training Resources Library. You can also view a complete list of Bookshare-compatible reading tools.

For answers to other questions, please visit the Help Center.